



PLANNING COMMISSION

MEETING SUMMARY

Thursday, October 6 2011

City of Sammamish Council Chambers

COMMISSIONERS PRESENT

Joe Lipinsky

Jan Klier

Mike Collins

Michael Luxenberg

Jeff Wasserman

ABSENT - Mahbubul Islam, Kathy Richardson,

CALL TO ORDER

Chair Lipinsky called the meeting of Sammamish Planning Commission to order at 6:30 p.m.

APPROVAL OF AGENDA – Approved

STAFF PRESENT

Kamuron Gurol, Community Development Director

Jessi Richardson, Parks & Recreation Director

Linda Fruska, Deputy Director Parks & Recreation

Evan Maxim, Senior Planner

Emily Arteché, Senior Planner

Debbie Beadle, Community Development Secretary

REVIEW OF WORK PROGRAM CALENDAR

Kamuron Gurol reviewed the Work Program Calendar with the Commission, the following points were discussed:

- This evening meeting would commence with the Introduction and Review Process of the (PRO) Parks Recreation & Open Space Plan, following with the Public Hearing meeting on the 10/20/2011, with the Deliberation/Recommendation on 11/3/2011.

The second item for this evening Agenda would be in the introduction of Code Blocks #4 Home Occupation/Home Industries. The Public Hearing would take place on 10/20/2011 followed by the Deliberations/Recommendations on 11/03/2011.

The items are the two priorities for the future. The Critical Areas Ordinance would have a further three meetings in 2011 including an outreach in 2012. The three additional meetings include a joint City Council/Planning Commission discussion would take place on 11/14/2011. December would commence with the Updating Strategy Document on the

Sustainability Plan. In previous years a light calendar is conducted in December but a review at further meetings will deter this.

- The Housing Needs Analysis Overview would commence on 11/3/2011. Presentation would be given via *Emily Artech Senior Planner* and *Arthur Sullivan, Director ARCH*.

Commissioner Collins discussed the “Z-House Tour” in Issaquah as discussed with Council Member John James. A potential tour would be discussed and a future potential date would be advised in 2012.

Commissioner Luxenberg raised the question regarding the Agenda for the joint CC/PC meeting on 11/14/2011. It was advised that the PC Meeting 11/03/2011 would include these required details within the Agenda.

Commission Wasserman advised that he would not be available for the 12/01/2011 meeting.

DIRECTOR’S REPORT FROM CITY COUNCIL MEETING 10/04

City Council Updates:

- Chair Lipinsky presented the “Hand-Off” on the Accessory Dwelling Units/Duplexes/Cottage Housing directly in the City Council.
- The CC/PC held a Leadership meeting prior to the CC meeting on 10/04 calendar details where discussed.

Update: Two Subdivisions details where discussed at the CC Meeting; 58 lots of 212th Ave and an additional 15 lot of 212th.

PUBLIC COMMENT – NON AGENDA - None

NEW BUSINESS

PARKS RECREATION & OPEN SPACE (PRO) PLAN

- **Introduction & Review Process**

Kamuron Gurol Community Development Director opened discussion and advised that this evening’s presentation would be given by *Jessi Richardson, Parks & Recreation Director City of Sammamish*.

Presentation as follows:-

PRO Plan Update – Project Background

- First Plan Adopted: December 2004
- Part of Comprehensive Plan
 - Appendix vs. Parks Element
- Updated Every 6 Years
- Required to Maintain State Grant Eligibility
- Informs Department Operations
- Update and Public Process Began in 2010

PRO Plan Update - Purpose

- Sets clear goals and objectives to carry out department vision and establishes policies to support these goals.
- Provides a roadmap for park development (Capital Improvement Plan).
- Creates a forum for residents to express needs and ideas for parks and recreation.
- Meets pre-requisites for state grant funding through WA State Recreation and Conservation Office (RCO)

PRO Plan Update RCO Requirements

- PRO Plan
 - Goals and Objectives
 - Demand/ Needs
 - Assessment
 - Capital Plan
 - Council Adoption
 - Inventory

PRO Plan Update – GMA Requirements

The GMA - RCW 36.70A.070(3) - requires a park and recreation element that includes the following items:

- Inventory of Facilities (Chapter 3, 4 & 5)
- A Level of Service Analysis (Chapter 3)
- Forecast of Future Project Needs (Chapter 9)
- A 6-Year CIP (Future Appendix)

PRO Plan Update - Coordination

- PRO Plan
 - Parks Commission
 - Planning Commission
 - Arts Commission
 - Steering Committee
 - City Staff
 - The Community
 - City Council

PRO Plan Update – What’s New?

- Community profile and demographics
- Accomplishments since 2004 Plan
- Goals and Policies
- Inventory of parks, trails, open space, facilities and programs.
- Secondary Level of Service
- Programmatic Chapters

The Planning Commission

“Meat and Potatoes”

- Chapter 3 – Parks
- Chapter 4 – Athletic Fields

- Chapter 5 – Facilities
- Chapter 9 – Implementation (CIP)

PRO Plan Update – Chapter 3 - Parks

- Park Inventory
- Level of Service – Valuation Based Approach
 - GMA Requirements
 - Impact Fees
- Secondary Level of Service
 - Geographic Equity
- Goals & Objectives
 - Identify Long-Term Needs
 - Informs the CIP

PRO Plan Update – Chapter 4 - Fields

- Athletic Field Inventory
- Service and Use Analysis
- Goals & Objectives
 - Identify Long-Term Needs
 - Informs the CIP

PRO Plan Update – Chapter 5 - Facilities

- Indoor Facilities and Picnic Shelters/Pavilions
- Facility Inventory
- Service and Use Analysis
- Goals & Objectives
 - Identify Long-Term Needs
 - Informs the CIP

PRO Plan Update – Chapter 9 - Implementation

- Process – How is the CIP developed?
- Nearly Complete Project List – What do we included in the CIP?
- Financing Strategies – How do we pay for it?
- CIP (Future Appendix to the PRO Plan)

Discussion

- Does the PRO Plan contain all of the GMA-required components?
 - Inventory of Facilities (Chapter 3, 4 & 5)
 - A Level of Service Analysis (Chapter 3)
 - Forecast of Future Project Needs (Chapter 9)
 - A 6-Year CIP (Future Appendix)
- Is the PRO Plan internally consistent? Is there a logical and reasonable relationship between policies and projects?
- Other feedback? Readable? Understandable?

The Commissioner thanked Jessi, her staff and department for an excellent presentation and team effort in generating such an informative professional document. There were no further discussion details required via the Commission.

NEW BUSINESS

CODE BLOCKS #4 HOME OCCUPATION/HOME INDUSTRIES

- **Introduction**

Kamuron Gurol Community Development Director opened discussion and advised that this evening's presentation would be given by *Evan Maxim, Senior Planner, City of Sammamish*.

Presentation details as follows:

Agenda

- Introduction
 - What are Home Businesses?
- Opportunities
- Next Steps

Introduction – “What are they?”

- Practically speaking – businesses that are:
 - Operated in someone's home
 - Limited in area and intensity
 - Have few employees (1 non-resident)
 - Non-retail
 - Generally not expected to affect surrounding neighborhoods

Introduction

- Occasionally the city staff are aware of situations where a home business does not meet the current regulations, but is also not apparently incompatible with adjacent homes / land uses.

Opportunities

- Proposed review of home business regulations:
 - Identify opportunities for additional flexibility in regulations
 - Ensure adequate protection of residential neighborhoods
 - Remove unnecessary impediments to economic development

Next Steps

- Public Outreach
 - Chamber of Commerce
 - Research
- Planning Commission review

The code document 21A.15.605 Home Industry was discussed with the Commissioners. It was requested that the Commission reviewed the details contained within the document for the deliberation/recommendation meeting on the 11/03/2011.

Questions with staff and the Commission were discussed following the presentation. It was advised that Public Hearing will follow on 10/20/2011 following with Deliberation/Recommendations on 11/03/2011.

PUBLIC COMMENT – None

ADJOURN

Meeting adjourned at 8:48 p.m.

Chair: Joe Lipinsky

(Video Audio record 10/06/2011 refers.)

Secretary: Debbie Beadle